

Name		
Address		
City	State	ZIP+4
Phone ( )	E-mail address	
Company (optional)		

## Workshop Registration

**Friday, September 29, 2006**

**Mail copy of this registration form to:**

**Dept. of Labor & Industries**

**Attn: Shari Purves-Reiter**

**PO Box 44400**

**Olympia WA 98504-4400**

**OR FAX to: 360 902-5292**

**OR Call: 360 902-4733**

**Select one class in each time frame by checking the corresponding box.**

**PLEASE make Copy of this registration for your reference at the workshop.**

Time	Room	Course Title	
<b>7:30 AM</b>	Check-in and networking		
<b>8:00 AM</b>			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	1 Hour 25 minutes
<input type="checkbox"/>	Room 107	Accident Prevention / Safety	
<input type="checkbox"/>	Room 108	Prevailing Wage	
<input type="checkbox"/>	Room 109	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	Room 110	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room 111	New Contractor Overview	
<b>9:30 AM</b>			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	1 Hour 25 Minutes
<input type="checkbox"/>	Room 107	Accident Prevention / Safety	
<input type="checkbox"/>	Room 108	How do I Protect Myself and My Business?	
<input type="checkbox"/>	Room 109	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	Room 110	Overtime and Break periods	
<input type="checkbox"/>	Room 111	New Contractor Overview	
<b>11:00AM</b>	Lunch – on your own		
<b>12:00PM</b>			
<input type="checkbox"/>	Auditorium	Effective Marketing for Contractors	55 minutes
<input type="checkbox"/>	Room 107	Hiring Employees – What you should know!	
<input type="checkbox"/>	Room 108	Tips on Handling the Difficult Customer	
<input type="checkbox"/>	Room 109	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	Room 110	Electrical Licensing 101 *	
<input type="checkbox"/>	Room 111	Saving Money on Unemployment Premiums	
<b>1:00 PM</b>			
<input type="checkbox"/>	Auditorium	Construction Contracts – What you should know!	2 Hours
<input type="checkbox"/>	Room 107	The Essentials of Small Business Planning	
<input type="checkbox"/>	Room 108	How to Hire and Find Good Employees	
<input type="checkbox"/>	Room 109	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room 110	What Safety Rules Apply to my Business	
<input type="checkbox"/>	Room 111	Hiring an Independent Contractor / Prime Contractor Liability	
<b>3:00 PM</b>			
<input type="checkbox"/>	Auditorium	Construction Contracts – What you should know!	2 Hours
<input type="checkbox"/>	Room 107	The Essentials of Small Business Planning	
<input type="checkbox"/>	Room 108	How to Hire and Find Good Employees	
<input type="checkbox"/>	Room 109	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room 110	Job Site Safety Set-up and Your Weeklies?	
<input type="checkbox"/>	Room 111	Hiring an Independent Contractor / Prime Contractor Liability	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other\_\_\_\_\_

**Classes will be located in the  
Center Place**

**2426 N Discovery Place  
Spokane Valley, Washington 99216**

☐ Yes, I'm interested in Plumbing Continuing Education Credit which will require attending the two (\*) required classes plus two others for a fee of \$48.00.



# Free Training for Construction Contractors

**Where: Center Place  
2426 N Discovery Place  
Spokane Valley , Washington 99216**

**When: September 29, 2006, 8:00 AM – 5:00 PM**  
**Check-in and networking begins at 7:30 AM**

What are recent workshop attendees saying about the Contractor Training Days.....

- *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- *"Thank you for this "free" opportunity to learn more and help our business"*

**Don't miss out on this great training event! Fax in your registration today!**

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## Course Descriptions and Presenters

**Prevailing Wage (*Experienced contractor*)** – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Jim Walton, Industrial Relations Agent, at Labor and Industries.

**Everything You Wanted to Know About Your L&I Account (*New contractor*)** - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Diane Doherty, Retrospective Rating Program Manager/Risk Manager, L&I.

**Get Money Back from L&I – Say It's So! (*Experienced contractor*)** - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Suzanne Schmidt, Retro Program Manager for Associated Builders and Contractors of Eastern Wa. (ABC and Diane Doherty, Retrospective Rating Program Manager / Risk Manager with 19 years experience.

**Managing Claims to Control Your Industrial Insurance Costs (*All contractors*)** – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Sue Callaghan and Gary Delozier, Claims Unit Supervisors, Labor & Industries.

**New Contractor Overview (*New contractor*)** – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Contractor Registration Technical Specialist at L&I.

**Overtime and Break Requirement (*Contractors with employees*)** – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Jim Walton, Industrial Relations Agent with Labor and Industries.

**Saving Money on Your Unemployment Insurance Costs (*Contractors with employees*)** – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers affect UI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Michael Cobb, Administrator, Employment Security.

**What Safety Rules Apply to my Business? (*All contractors*)** – Overview of Chapter 296-155 WAC – Safety Standards for construction work, resources, tools and related standards. Presented by Tom Anselmo, Labor and Industries Safety Consultant.

**Accident Prevention Plans / Safety (*All contractors*)** – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Tom Anselmo, L&I, Safety Consultant.

## Course Descriptions and Presenters, continued

**Hiring “Independent Contractors” in Washington State / Prime Contractor Liability** (*All contractors*) – Learn your requirements and responsibilities when hiring “independent contractors”. This course will help you understand when you must meet safety standards, pay workers’ compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractor’s Workers’ Compensation premiums. Presented by Doric Olson of Labor and Industries and a team of experts from L&I and Employment Security.

**\*Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumber CEU course)

**\* Electrical Licensing 101** (*All contractors*) – What licensing is required to perform electrical work and when must electrical work be subcontracted. What is “Grandfathering”? How do you file complaints? Presented by Faith Jeffery, Electrical Licensing Manager. (Plumber CEU course)

**State Taxes – Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Melissa Sharp, Tax Payer Information Specialist with DOR’s Taxpayer Education Section.

**The Essentials of Small Business Planning** (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Ted Schinzel, Assistant District Director, US Small Business Administration

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

**Bidding, Estimating and the Bottom line** (*All contractors*) - The national average for business failures is 3-5 years. Don't become a statistic. Understand the crucial information necessary to estimate job costs. Make accurate project evaluations that will cover labor, supplies, taxes etc., and ensure you have a profit built into each proposal. Presented by Jim Breidenbach - C.G.R, President of Craftsmen Construction Inc, 10 year member of the Spokane Home Builders Association with over 20 years construction industry experience.

**How to Hire and Find Good Employees** (*All contractors*) Learn what resources are available to help find, screen, and hire new employees. Presented by Kathy Atha of Spokane County WorkSource.

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with LinvilleUrsich, PLLC.

**Tips on Handling the Difficult Customer** (*All contractors*) – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Shela Styer, ADR Coordinator of the BBB.

**Job Site Safety Set-up and Your Weeklies?** (*Contractors with employees*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Stori Sanders, Safety Director for Associated General Contractors.

**How do I Protect Myself and My Business?** (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to limit competition by using non-compete and non-disclosure agreements in your business. Presented by Sage Linn, Attorney with Linville Ursich PLLC.

**Hiring Employees – What you should know** (*Contractors with employees*) – Learn what pre-employment questions you can ask a prospective employee, how to find and retain great employees and get an overview of civil rights laws. Presented by Bruce Redding, Special Assistant, WA. State Human Rights Commission.

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400



## Free Training for Construction Contractors September 29, 2006 Spokane Valley, Washington

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to **avoid common customer complaints**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Two different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>  
OR call 360 902-4666.